



# Connecticut SAT School Day

**Accommodations and College Board's  
Services for Students with Disabilities  
(SSD)**



November 8, 2021 Webinar

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# Digital Testing

- The Connecticut SAT School Day will be administered digitally beginning this spring.
- The digital SAT is administered using the Cambium Assessment, Inc. (CAI) test delivery system.
- Braille and large-print tests are available for students with disabilities that require them.
- Webinars are available with more information about digital testing and tech readiness.

# 2022 Connecticut SAT School Day Test Dates

Connecticut SAT School Day – Spring 2022	
Primary test dates	March 23-25 March 29-30  Accommodated testing window: March 23-April 5
Makeup test dates	April 26-28

College Board digital testing takes place during a testing window. Schools can administer the test to all students on a single day within that window or spread students out across multiple days of the window.

# **Accommodations and Supports for Special Populations**

Students with Disabilities, Section 504, and English Learners

## Who qualifies for Connecticut SAT School Day accommodations and English Learner (EL) supports?

### Eligibility Guidelines

- Students with active Individualized Education Program (IEP) or an active Section 504 may qualify for accommodations based on disability and access need.
- Specific College Board EL Supports may be used by students who, at the time of testing:
  - a) meet the definition of “English learner” per state and federal policy as defined in ESSA; and
  - b) use the same supports on schoolwork and other assessments, including state assessments.

Who oversees the submission of accommodations for the Connecticut SAT School Day?

\*Districts may have multiple SSD Coordinators in a school but there is only one primary SSD Coordinator.

## Services for Students with Disabilities (SSD) Coordinator

- Coordinates the collection, submission, and delivery of student accommodations on the Connecticut SAT School Day.
- Serves as the school's liaison with College Board and the Connecticut State Department of Education (CSDE) for students with disabilities and English learners.
- Submits accommodation requests between **November 29, 2021 - February 2, 2022**.
- Submits time and one-half (+50%) for eligible English learners (EL window opens in **January 2022**).

How do I request accommodations for the Connecticut SAT School Day?

New SSD Coordinators should sign up for SSD Online using this [link](#).

# SSD Online

The screenshot shows the CollegeBoard SSD Online website. The top navigation bar includes links for Current SAT, New SAT, PSAT/NMSQT, AP, College Search, Professional Development, and More. The main header features the CollegeBoard logo and the SSD tab. A left sidebar lists navigation options: Who is Eligible?, Submitting a Request, Providing Documentation, After Approval, Administering Exams, Calendar, Forms, SSD Online (highlighted), Getting Access to SSD Online (sub-highlighted), Submitting Requests Online, Managing Accommodations Online, and Tips & FAQs. The main content area is titled 'Getting Access to SSD Online' and explains that schools must designate SSD Coordinators. It also includes a section for 'For Educator Use' stating that only approved educators can use the system. Below this is a 'How to Sign Up for SSD Online' section with a 9-step process. The right sidebar contains 'Contact Us' information (phone, fax, TTY, and address) and 'Important Dates' for November, December, and January SAT and SAT Subject Tests, including SSD request deadlines.

Current SAT New SAT PSAT/NMSQT AP College Search Professional Development More

CollegeBoard SSD

Who is Eligible?

Submitting a Request

Providing Documentation

After Approval

Administering Exams

Calendar

Forms

SSD Online

Getting Access to SSD Online

Submitting Requests Online

Managing Accommodations Online

Tips & FAQs

### Getting Access to SSD Online

To use SSD Online and to submit requests for accommodations, schools must designate one or more SSD Coordinators, school officials who assume the responsibilities related to requesting testing accommodations on College Board exams.

SSD Coordinators are often special education coordinators, guidance directors, or school counselors. Schools may have more than one SSD Coordinator if multiple staff members will be requesting accommodations.

#### For Educator Use

Only approved educators can use SSD Online; parents and students can benefit from it by working with their school to request accommodations. [Get an overview of the request process >](#)

### How to Sign Up for SSD Online

1. Fax a completed [SSD Coordinator Form \(.pdf/216KB\)](#) to College Board's Services for Students with Disabilities at 866-360-0114. As soon as the form is processed (usually within 1–2 business days), we will email you an SSD access code.
2. [Create a College Board professional account](#) if you don't already have one.
3. When you receive the access code, go to the [College Board home page](#).
4. Select the **Professional** tab of the sign-in module in top left corner of the screen and enter your username and password.
5. Select **Disabilities Accommodation Mgmt** from the **Take me to** drop-down list and click the **Sign In** button.
6. In the next screen you will be prompted for your organization and access code. If your organization is already in the drop-down, you can proceed with entering the access code. Otherwise, you can click **Select Another Organization** and enter your organization information together with the access code.
7. Once you have entered your SSD access code and organization information, click **Add**.
8. You should now see your organization and position (SSD Coordinator) under the Your Access heading. Click **Finished**.
9. Click **SSD Online – Disabilities Accommodation Management** to go to **SSD Online**. [Contact Services for Students with Disabilities \(SSD\)](#) if you have any questions.

#### Contact Us

**Email**

Phone: 212-713-8333  
Fax: 866-360-0114  
TTY: 609-882-4118

College Board SSD Program  
P.O. Box 7504  
London, KY  
40742-7504

#### Important Dates

**November SAT and SAT Subject Tests**  
SSD request deadline:  
Sept. 18, 2015

**December SAT and SAT Subject Tests**  
SSD request deadline:  
Oct. 16, 2015

**January SAT and SAT Subject Tests**  
SSD request deadline:  
Dec. 4, 2015

[View SSD Calendar for more details >](#)



# Navigating the Dashboard

CollegeBoard

Jason Reynolds

SSD Online

DashboardHelpful LinksPre-recorded Audio (MP3 via streaming)Nonstandard Administration ReportTest Calendar

Welcome, Jason!

Displaying Students for: All Schools

Student Accommodations & Supports

Select an existing student to modify their current accommodations and/or supports. Select "New Request" below to begin a new request for a student who has not yet been added.

New Request

Search existing students by name or SSD ID...Grade89101112TypeCBSAASAAStatusAll

Showing 25 of 86 resultsSort by Default

EXISTING STUDENTS	TYPE	DESCRIPTION	STATUS
Lee, Harper 12th grade   ID #0000000000	CB	Reading: Time and one-half (+50%) Listening: Time and one-half (+50%) Breaks: Extra	In Review Approved Not Approved

Displaying 3 of 3

 Submit Requests

 Monitor Requests

 Print Reports



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Displaying 3 of 3



Search for a Student by Name



Filter by Grade



Filter by Status



View Student Profile

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Displaying 3 of 3

Use the Navigation Bar to access other key information or to return to the Dashboard

A Single Integrated Dashboard

# Monitoring the Dashboard – Preparing Requests

-  **Is the student listed in SSD Online?**
-  **Is the student information correct?**
-  **Does the approved accommodation match the student's current plan?**

# Submit New Request

## Select New Accommodation/Support Type ×

### College Board (CB) Approved Accommodations

Accommodations for students with documented disabilities are available for all College Board tests. When College Board accommodations are used, students receive college and scholarship reportable scores. With limited exceptions, approved accommodations apply to all tests and do not need to be re-requested.



### English Learner (EL) Support

EL supports are available for eligible students taking the PSAT 8/9, PSAT 10, and SAT School Day assessments. Eligible students meet EL criteria defined by their state or by federal policy, be enrolled in an elementary or secondary school in the U.S. or U.S. territories, and use the same supports for classroom assessments. Only the EL support of time and one-half needs to be entered into SSD Online.



[Return to Dashboard](#)

# Search for Student



Search for a student using first and last name



Select the student or student not listed

## New Request

Search using the student first and/or last name and school to find a student. Select student and click Continue. Or, if student not found, click Student Not Listed to add.

NAME \*

First Name  
John

Last Name  
A

SCHOOL \*

Herbert Hoover High School

Clear

Search

Showing 14 results

	First name	MI	Last name	Date of Birth	SSD ID Number
<input checked="" type="radio"/>	Caroyln		Parra	04-02-2000	#XXXXXX
<input type="radio"/>	Damion	C	Daniels	01-01-2001	#XXXXXX
<input type="radio"/>	Efren	T	Fischer	07-09-2002	#XXXXXX
<input type="radio"/>	Jessica		Townsend	12-15-2000	
<input type="radio"/>	Larissa	A	Coleman	01-07-2000	#XXXXXX
<input type="radio"/>	Angelina	J	McSmith	08-04-2002	
<input type="radio"/>	Sherman	E	Hanson	02-29-2001	#XXXXXX
<input type="radio"/>	Sihvl		Rangel	08-23-2001	

Student Not Listed

Continue



# Add Student

Student Contact Information

Is the student residing inside or outside the greater U.S.? \*

Residing in U.S.

Residing Outside U.S.

Address line 1 \*

Address line 2 (optional)

City \*

State or Province \*

▼

Zip Code \*

Phone number \*

▼

+1 (866) 630-9305

Email \*

Cancel

Submit

 Enter Student Information

 Enter Contact Information

# Required Information

- **Obtained Consent**

You need to obtain consent from the student's parent/guardian. If you do not have parent/guardian approval through the student's IEP, 504 or other school documentation, then the school should maintain the completed, signed form with the student's records. The signed form does not need to be sent to the College Board. If the student is 18 or over, the student may grant consent to share student information with the College Board.

Download [Parental Consent Form](#) →

Do you have Parent/Guardian Consent for this accommodation request (or student consent, if 18 or older)? \*



[Back](#)

[Start New Accommodation Request](#)



**Disability Information**



**Plan Information**







**Connecticut Documentation Form**



**Parent Consent**



# Start the Request

-  **Provide Disability**
-  **Identify Accommodations**
-  **Provide Plan Information**
-  **Review and Submit the Request**

# Identify the Disability

Dashboard / Tom Jones

## New Student Accommodation Request

1

Disabilities

2

Accommodations

3

School Plan

4

Review & Submit

### Communication Disorder/Speech and Language

☐

Expressive Language Disorder/Speech Sound Disorder/Fluency Disorder

☐

Language Disorder/Mixed Receptive-Expressive Language Disorder

☐

Phonological Disorder

☒

Other Communication/Speech and Language Disorder

# Select the Accommodation(s)

Dashboard / Tom Jones

- ✓ Disabilities
- 2 Accommodations
- 3 School Plan
- 4 Review & Submit

## New Student Accommodation Request

### Accommodations

Extended Time	No extra time (+0%)	Time and one-half (+50%)	Double time (+100%)	More than Double time (greater than +100%)
Reading	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text" value=""/>
Writing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value=""/>
Mathematical Calculations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value="150"/>
Listening	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value=""/>
Speaking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value=""/>

Cancel

Save Accomodation(s)



Extended Time



Extra/Extended Breaks



Reading/ Seeing Text



Recording Answers



Modified Setting



Other

# Enter School Plan Information



**Answer Questions about the Student's Plan**



**Indicate if the Requested Accommodations are in the Plan and Used on Classroom Tests**



**Provide Information about the Process for Determining the Student's Need**

Please tell us about your school's process for determining your student's need for and use of the requested accommodation on classroom tests.

Was a meeting held to discuss your student's academic functioning and need for the requested accommodation(s)? \*

☐ Yes ☐ No

Who was involved in the discussion and resultant decision for classroom test accommodations? Check all that apply. \*

- ☐ School Psychologist
- ☐ School learning specialist
- ☐ Teacher(s)
- ☐ School Administrator (e.g., Principal)
- ☐ Parent(s)/Guardian(s)
- ☐ Student
- ☒ Other professional

Please specify \*

☐ I don't know

What information was used to assess your student's current need for accommodation(s)?

- ☐ Documentation/evaluation from professionals (e.g, Psycho-educational evaluation, medical evaluation)
- ☐ Teacher observations
- ☐ Parent(s) observations/student's comments
- ☐ Student's previous and current academic functioning
- ☐ Student history of receiving accommodations or academic difficulties
- ☐ School data (e.g., scores on state testing)
- ☐ Parent/student request
- ☒ Other

Please specify \*

# Review and Submit



**Verify the Information  
Entered is Accurate**



**Identify the Student's Next  
Intended College Board Test**



**Upload 2022 Grade 11  
Connecticut SAT School  
Day SSD Form Upload for  
Documentation Requests (if  
asked for Documentation)  
and Submit**

## Next Intended College Board Test \*

Test \*



Month \*



Year \*



## Supporting Documents \*

In order for College Board to review the requested accommodations, you will need to upload supporting documentation.

The documentation should accurately demonstrate the student's need for the specific accommodations that you have requested here.

Select Files to Upload

Acceptable file types are pdf, doc(x), csv, xls(x), tiff, jpg, and png.  
Each individual file must be less than ## MB.

Back

Submit

# Terms and Agreement

## Terms & Agreement ×

### 1. Confirm True & Accurate Information

I verify that unless otherwise indicated in my responses above (1) the accommodations requested above are provided and used on school-based test; (2) the school has documentation on file that meets the College Board Guidelines for Documentation, and (3) all the information provided in my responses above is true and accurate.

### 2. You are submitting for School-Based Accommodation(s)

One or more of the requested accommodations is considered a "school-based accommodation", which should be administered in your school, if the student registers for the weekend SAT or SAT Subject Tests. Your School Testing Calendar indicates that there are weekend SAT administration dates for which your school is not available to administer school-based testing. Please make sure that your School Testing Calendar accurately reflects your school's availability, and that your student is notified of the school's testing schedule.

I have read, understand, and agree to the terms above.



Cancel

Agree & Continue

# Reminders for the SSD Approval Process

- Start by reviewing the accommodations for existing grade 11 student.
- Students with approved accommodations through College Board from previous years require **no** action **unless** you need to make changes.
- Accommodations requests submitted into SSD Online can provide access to accommodations for all College Board tests.
- If your student's status is pending, if an accommodation is rejected and you are not certain why, or you need to request a special documented accommodation, contact Deirdre Ducharme at [deirdre.Ducharme@ct.gov](mailto:deirdre.Ducharme@ct.gov).



# Accommodations Requests and Digital Testing

- Submit requests based on what students will need for all tests, including paper and pencil tests.
- College Board will provide a crosswalk for SSD Coordinators to use to help them determine the correct TIDE settings to support the digital SAT administration.
- TIDE configurations and administering digital tests to students with disabilities and English learners will be covered in the webinar on December 6 at 1PM.

For a preview of resources related to accommodations for digital testing, refer to the: [What to Expect for Digital Testing brochure](#) and the [2022 Connecticut SAT School Day Accessibility Chart](#).

# What types of accommodations are available to students with IEPs/504 Plans taking the Connecticut SAT School Day?

## Used for state accountability system and college admission

### Examples of most common accommodations:

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• American Sign Language (ASL)- test directions only</li><li>• Braille</li><li>• Color Overlay</li><li>• Extra/Extended Breaks</li><li>• Large Print Answer Sheet</li><li>• Non-electronic magnifying devices and electronic magnifying device</li><li>• Modified Setting</li></ul> | <ul style="list-style-type: none"><li>• Noise Buffering</li><li>• Reader</li><li>• Scribe</li><li>• Signed Exact English -test directions and test content</li><li>• Speech-to-Text (CB Assistive Technology)</li><li>• 4 Function Calculator</li><li>• Text-to-Speech</li><li>• Time Extension – time and one-half (+50%) or double time (+100%)</li></ul> |
|---|---|

## Considerations for Time Extension

Extended Time (Time and a half/50% or Double time/100%)

- Students can receive extended time for the entire test or for just for the math section (specify in the SSD).
- Self-pacing is not available with the extended time accommodations.
- Students must remain in the testing room for the entire length of time allotted for testing.

# Time Extension by Subject Area

Accommodation	Day(s)	What to Know
<b>Time and one-half (+50%) for reading</b>	1 Day	<ul style="list-style-type: none"> <li>• Student will receive extended time for ALL sections.</li> <li>• Student must use the entire time for which he/she is approved. Student will automatically be approved for <b>extra breaks</b>.</li> </ul>
<b>Time and one-half (+50%) for math</b>	1 Day	<ul style="list-style-type: none"> <li>• Student will receive extended time only for the math sections.</li> <li>• Student must use the entire time for which he/she is approved. Student will automatically be approved with <b>extra breaks</b>.</li> </ul>
<b>Double time (+100%) for reading</b>	2 Day	<ul style="list-style-type: none"> <li>• Students will receive extended time for ALL sections.</li> <li>• Students must use the entire time for which he/she is approved. Student will automatically be approved with <b>extra breaks</b>.</li> </ul>
<b>Double time (+100%) for math</b>	1 Day	<ul style="list-style-type: none"> <li>• Student will receive extended time only for the math test.</li> <li>• Student must use the entire time for which he/she is approved. Student will automatically be approved with <b>extra breaks</b>.</li> </ul>

## Accommodations that Support Reading/Seeing Text

- Pre-Recorded Audio (MP3): an audio version of the test is delivered through an online application. Students receive double time.
- Reader: an adult will read the test to the student in a one-to-one test environment.
- Assistive Technology (ATC): a digital version of the test is delivered on a flash drive for use with screen readers and other technology. Students receive double time.
- Braille: students will receive Braille test books. For more information about format, contact the SSD office.

# Extra/Extended Breaks

Accommodation	Day(s)	What to Know
Extra Breaks	1 Day	Given a break halfway through longer sections and a break after every section.
Extended Breaks	1 Day	<ul style="list-style-type: none"> <li>Given breaks at the standard time but breaks are typically twice as long.</li> <li>Some students who request extended breaks may need additional accommodations such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically.</li> </ul>
Breaks as Needed	1 Day	<ul style="list-style-type: none"> <li>Typically given to students with physical or medical conditions.</li> <li>Breaks are granted as requested by the student during the exam. Timing of the test is paused during the break.</li> <li>Some students who request breaks as needed may need additional accommodations, such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically.</li> </ul>

## Modified Setting

- Small group setting: a student can test in a smaller group setting than a large testing room with many students.
- One-to-one testing: a single student tests in a room with a proctor.
- Home/hospital setting: a student with a disability that prevents him/her from attending school will be testing in an alternate location.



## Other

- American Sign Language: students will receive the test directions in ASL, provided by an adult.
- Permission to Test Blood Sugar: for students with diabetes.
- Permission for Food/Medication: for student with physical/medical disabilities.

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# Special Documented Accommodations

- In exceptional circumstances, there may be a student whose disabilities are such that the allowable accommodations would be insufficient to provide access to the Connecticut SAT School Day. In these cases, contact Deirdre Ducharme ([deirdre.ducharme@ct.gov](mailto:deirdre.ducharme@ct.gov)) for information regarding a petition for special documented accommodations.
- Special Documented Accommodations must be received between December 9, 2021, and March 1, 2022.

## What supports are available to English learners?

# Supports

Used for state accountability system and college admission	SSD entry required?
• Time and one-half (+50%)	Yes
• Written Test Directions in: Albanian; Arabic; Bengali; Chinese-Mandarin; French; Gujarati; Haitian Creole; Hindi; Polish; Portuguese; Russian; Spanish; Urdu; Vietnamese	No
• Native Language Reader – test directions only	No
• <u>2022 List of Bilingual Dictionary Word-to-Word Glossaries</u> include, but are not limited to: Albanian, Arabic, Bengali, Bosnian, Burmese, Cambodian/Khmer, Chinese/Mandarin, French, Gujarati, Haitian Creole, Hindi, Italian, Polish, Portuguese, Russian, Somali, Spanish, Urdu, Vietnamese.	No

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## The Nonstandard Administration Report (NAR)

The NAR is available in SSD four weeks prior to the testing window. When available, access and print the NAR to:

- coordinate efforts to test students who are approved for accommodations and EL time and one-half.
- activate digital accommodations in the College Board's TIDE system prior to testing.
- assist test coordinators to establish test rooms/settings that meet the needs of accommodated students.
- determine which students need non-embedded accommodations or English learner supports and ensure that they are provided at the time of testing.

# Connecticut Alternate Assessment System

- Connecticut Alternate Assessment (CTAA) for Math and English Language Arts)
- Connecticut Alternate Science (CTAS) Assessment

## Connecticut Alternate Assessment Eligibility Process

- Required online training is posted to the Connecticut Comprehensive Assessment Program Portal. Training must be completed by Teachers Administering the Alternate (TEA) prior to administering the CTAA and CTAS.
- Submit the Connecticut Alternate Assessment Eligibility Form in the Data Entry Interface (DEI) by these two key dates:

Connecticut Alternate Assessment Eligibility Form	
Submission Dates Through the Data Entry Interface (DEI)	Student Subgroup
November 19– December 22, 2021	Eligible students in Grade 11; Dually identified students (special education and English learner) in Grades 3-8 and 11.
November 19, 2021 – March 1 , 2022	Eligible students in Grades 3-8; Extended deadline for newly eligible Grade 11 students
June 3, 2022	DEI closes for the spring 2022 assessment window.

What resources are available?

# Resources for Special Populations

[Assessment Guidelines](#)

[EL Supports for PSAT 8/9, PSAT 10, and the Connecticut SAT School Day](#)

[College Board SSD Module- Understanding College Board Accommodations](#)

[College Board- Approved Word-to-Word Glossaries](#)

[2022 SSD Form Upload for Documentation Requests](#)

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# Questions

Michelle Rosado, Connecticut SAT School Day Program Manager  
[michelle.rosado@ct.gov](mailto:michelle.rosado@ct.gov)

Deirdre Ducharme, Consultant for Student Assessment and Special Populations  
[Deirdre.Ducharme@ct.gov](mailto:Deirdre.Ducharme@ct.gov)

## **College Board**

SAT School Day Customer Support  
855-373-6387 or [SATSchoolDaySupport@collegeboard.org](mailto:SATSchoolDaySupport@collegeboard.org)

**CSDE Connecticut SAT School Day Web page**  
**[www.ct.gov/sde/sat](http://www.ct.gov/sde/sat)**

**Student Assessment News**

**<https://portal.ct.gov/SDE/Student-Assessment/Student-Assessment-News/Student-Assessment-News>**

**For a preview of College Board digital accommodations, refer to the Accommodation Essentials**

**<https://digitaltesting.collegeboard.org/accommodations/accommodations-essentials>**

